

Travel and Transportation

2015 Courses





Table of Contents

Introduction	1
FY 2015 Course Schedule	2
Online Courses	
About Online Courses and the Learning Management System	3
Travel Basics	4
Attending a Conference	5
Federal Travel Regulation (FTR) In-Depth	6
Approving Officials' Responsibilities: Federal Travel Regulation (FTR)	7
Instructor-Led Courses (Scheduled)	
About Instructor-Led Courses	8
Temporary Duty Travel: Federal Travel Regulation (FTR)	8
Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian	9
Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed	10
Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)	11
Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian	12
Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed	13
Relocation Allowances: Federal Travel Regulation (FTR)	14
Relocation Allowances: Joint Travel Regulations (JTR), Civilian	15
Relocation Income Tax (RIT) Allowances	16
Conference Planning	17
Custom Courses	
About Custom Courses	18
Federal Aviation Administration Travel Policy (FAATP)	18
Approving Officials' Responsibilities: Federal Travel Regulation (FTR)	19
Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Civilian	20
Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Uniformed	21
Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)	22
Foreign Service Allowances and Travel for Foreign Service Personnel: Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR)	23
Shipping Household Goods and Transportation Management Services Solutions (TMSS)	24
Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR)	25
Overseas Allowances and Travel for Department of Defense Employees: Joint Travel Regulations (JTR), Civilian and Department of State Standardized Regulations (DSSR)	26

GSA Travel and Transportation Program: Your Smart and Easy Solution for Staying Current in the Government-Travel Arena!

Registration

To register online, visit www.gsa.gov/traveltraining and click on the "Visit our new Registration page" link at the bottom. If you have questions, contact us at travel.training@gsa.gov.

For your convenience, we accept Visa®, MasterCard®, and American Express®, including the government-issued purchase charge card. You may also pay using a U.S. Treasury check, company check, or money order (payable to "GSA Travel and Transportation Program"). All online training must be paid using a charge card.

We advise you to use the government contract city pair fares for your air travel.

Cancellation and Substitution Policy

For all online courses, no refunds are given and no cancellations are allowed. For all instructor-led courses, refunds will be provided only if an agency's appropriation funds are no longer available for training. Otherwise, students will receive a credit for use in the same fiscal year for any of our training courses.

Substitute attendees are permitted. For a substitute to receive the course credit and training certificate at the site of the training course, the agency must contact the GSA Travel and Transportation Program office at travel.training@gsa.gov three days before class

starts. Otherwise, the certificate will be mailed to the substitute student.

If you have questions about registration, email travel.training@gsa.gov.

Special Needs

Attendees with special needs should contact the GSA Travel and Transportation Program at travel.training@gsa.gov to discuss special arrangements.

Adverse Weather and Government Closure

The GSA Travel and Transportation Program reserves the right to cancel any training session that may be affected by adverse weather-, federal emergency-, or government-related closure. Training will be rescheduled at a later date. GSA will not be responsible for any additional travel expenses incurred by the student due to adverse weather-, emergency-, or government-related closure. If the federal government issues a delayed opening schedule, classes will begin at the regularly scheduled times.

Dress Code

The dress code is business casual for both civilian and uniformed attendees.

Travel Resources		
Topic	Website	Phone
GSA Federal Travel Regulation	www.gsa.gov/fttr	(202) 208-7642
GSA City Pairs	www.gsa.gov/citypairs	(888) 472-5585
GSA Travel Training	www.gsa.gov/traveltraining	(703) 605-0555
GSA Travel Resources	www.gsa.gov/travel	(888) 472-5585
GSA SmartPay®	smartpay.gsa.gov	(703) 605-2808
FedRooms®	www.fedrooms.com	(800) 226-1741
DTMO Car Rentals	www.defensetravel.dod.mil	(888) 435-7146
DTMO Travel Policy	www.defensetravel.dod.mil	(888) 435-7146
Civilian Board of Contract Appeals	www.cbca.gsa.gov	(202) 606-8800

Per Diem Rates	
Agency/Department	Website
GSA	www.gsa.gov/perdiem
DoD	www.defensetravel.dod.mil/site/perdiem.cfm
State Department	aoprals.state.gov

■ For more information about on site training, see page 18.

2015 COURSE SCHEDULE

Travel Training Courses	Page	March	April	May	June	July	August	September
Temporary Duty Travel: Federal Travel Regulation (FTR)	8		April 14 – 15			July 15 – 16	August 4 – 5	September 15 – 16
Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian	9			May 12 – 13			August 26 – 27	
Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed	10				June 23 – 24			
Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)	11		April 16			July 17	August 6	September 17
Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian	12			May 14			August 28	
Advanced Temporary Duty Travel: Joint Travel Regulation (JTR), Uniformed	13				June 25			
Relocation Allowances: Federal Travel Regulation (FTR)	14		April 28 – 30				August 11 – 13	
Relocation Allowances: Joint Travel Regulations (JTR), Civilian	15				June 16 – 18			
Relocation Income Tax (RIT) Allowances	16	March 3 – 4						September 15 – 16
Conference Planning	17							September 22

Legend: Las Vegas, NV Washington, D.C.



ONLINE COURSES (AVAILABLE 24/7/365)



About Online Courses and the Learning Management System

GSA's Travel Training Program has revamped its course offerings to better serve federal travelers with high-quality, online courses available 24/7/365. Using the Blackboard Learning Management System (LMS), GSA will continue to provide federal employees with insight into the latest travel regulations and practices, including the most up-to-date travel and transportation information critical for meeting agency missions. Benefits of a virtual environment include:

- **Travel elimination**
- **Low cost**
- **Flexibility**
- **Ease of use**
- **24/7 access**

Visit www.gsa.gov/traveltraining to register by course type.

GSA will also provide its online courses to agencies and commissions to host on their own LMSs. Contact the Travel Training Program if you are interested in this option.

Travel Basics

Intended Audience:

- Travelers
- Approvers
- Supervisors
- Travel arrangers

Course Objective: To teach travelers the appropriate steps to take for official business travel in order to be a prudent traveler and remain in compliance with Federal Travel Regulation (FTR). The course introduces each student to three different travel scenarios to teach the FTR travel entitlements and the government travel programs a traveler needs to know before going on an official-duty travel assignment. The three scenarios are TDY round trips, traveling from Washington, D.C. to:

- Atlanta,
- San Francisco, and
- Munich, Germany.

Upon completion of this course, students will:

- Understand and be able to provide the information required in the travel authorization process,
- Be able to travel in compliance with the FTR,
- Effectively use the government's travel programs, and
- Determine valid travel expenses that may be included on the voucher.



Cost: \$50

Length: Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Three

Attending a Conference

Intended Audience:

- Travelers who plan to attend a conference
- Approvers
- Supervisors
- Travel arrangers

Course Objective: To educate students on aligning their respective agency's core mission with future conferences or meetings that require travel. This course teaches travelers the Federal Travel Regulation (FTR) policies most important to travelers attending or participating in conferences or workshops. The course introduces the student to ethics guidelines often experienced at conferences in regard to accepting merchandise from vendors.

Upon completion of this course, students will:

- Improve their understanding of what constitutes efficient spending when planning to attend a conference,
- Learn prudent decisions they should make when attending a conference,
- Gain a better understanding of the FTR,
- Understand the challenges identifying and using the proper trip-purpose identifier in the E-Gov Travel Service (ETS), or, for DoD, the Defense Travel System (DTS),
- Understand the existing government travel programs and how to effectively use them, and
- Heighten their understanding of what constitutes permissible meals and gifts.



Cost: \$50

Length: Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Three

Federal Travel Regulation (FTR) In-Depth

Intended Audience:

- Frequent travelers
- Approvers
- Supervisors
- Travel arrangers
- Travel managers and policy analysts

Course Objectives: To provide attendees with an in-depth view of the FTR and the knowledge of travel regulations to:

- Effectively and efficiently plan for trips,
- Make decisions during trips about the expenses regarding federal travel regulations,
- Claim valid travel expenses through the preparation of a travel voucher,
- Research complex travel issues,
- Recommend or create agency-specific policy for travel,
- Provide advice for travelers before they embark on their trip, and
- Perform other duties relative to an agency's travel program and mission.

Upon completion of this course, students will:

- Achieve a greater understanding of the FTR and compliance with mandatory travel rules, regulations, and programs,
- Understand the FTR and how to properly authorize and approve travel,
- Learn how to determine the most cost-advantageous transportation mode for a trip,
- Recognize unauthorized travel expenses,
- Understand that the FTR is a legislative rule that has the force and effect of law (as such, there is no authority for anyone to waive any provisions of the FTR), and
- Prove that they have command of the FTR by completing knowledge checks and quizzes during the course and passing a final exam.



Cost: \$199

Length: Four hours minimum; five to eight hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Five

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Intended Audience:

- Approvers
- Supervisors
- Travel arrangers

Course Objective: To teach the responsibilities and requirements for approving travel authorization, travel claims for transportation, subsistence, and miscellaneous expense allowances in accordance with the FTR, and other applicable regulations.

Upon completion of this course, students will:

- Understand Approving Officials' rights and responsibilities,
- Know how to properly authorize and approve travel,
- Improve their understanding of the FTR to ensure travelers comply with mandatory travel rules, regulations, and programs,
- Understand how to determine the most cost-advantageous transportation mode for a trip, and
- Recognize unauthorized travel expenses and take appropriate action.



Cost: \$199

Length: Two hours minimum; three to four hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Three

INSTRUCTOR LED COURSES (SCHEDULED)



About Instructor-Led Courses

GSA's Travel Training Program offers instructor-led courses to provide federal employees with insight into the latest travel regulations and practices, including the most up-to-date travel and transportation information critical for meeting agency missions. These courses are particularly beneficial for students who find the learning experience is most productive in the classroom environment led by a teacher who is available for questions and additional explanation about travel circumstances of particular interest to students.

Visit www.gsa.gov/traveltraining to register by course type.

Temporary Duty Travel: Federal Travel Regulation (FTR)

Intended Audience:

- Civilian travel specialists
- Support staff
- Authorizing, supervising, and policy officials
- Frequent travelers

Course Objective: To teach how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes FTR transportation, per diem, and miscellaneous travel-expense allowances, and the mandatory use of GSA governmentwide travel programs.

Course Topics:

- Travel Authorizations
- Transportation Allowances
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Actual Expenses
- E-Gov Travel Service (ETS)
- GSA SmartPay® Travel Charge Card
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses

Location	Session #	Date
Washington, D.C.	01	January 27 – 28
	02	April 14 – 15
	03	August 4 – 5
	04	September 15 – 16
Las Vegas, NV	05	July 15 – 16

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-FTR 102

Continuous Learning Points (CLPs): 12



INSTRUCTOR LED COURSES (SCHEDULED)

Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Course Objective: To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

Course Topics:

■ Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Defense Transportation Regulation (DTR)
- Department of Defense Financial Management Regulation (DoDFMR)
- Joint Ethics Regulation (JER)

■ Geographic Terminology

■ Travel Authorization Requirements

- Effect of Travel Authorization
- Routing of Travel
- Scheduling of Travel
- Variations Authorized

■ Travel Allowances

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

■ POV Transportation

■ Rental Car Program

- Allowable Lodging Costs Subsistence

■ Methods for Paying Subsistence Expenses

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes

■ Travel Expenses of Employees with Disabilities



Location	Session #	Date
Washington, D.C.	01	May 12 – 13
Las Vegas, NV	02	August 26 – 27

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-JTR 103

Continuous Learning Points (CLPs): 12

INSTRUCTOR LED COURSES (SCHEDULED)

Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Course Objective: To provide a comprehensive discussion of travel and transportation allowances payable to uniformed DoD employees.

Course Topics:

■ Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Defense Transportation Regulation (DTR)
- Department of Defense Financial Management Regulation (DoDFMR)
- Joint Ethics Regulation (JER)

■ Geographic Terminology

■ Travel Authorization Requirements

- Effect of Travel Authorization
- Routing of Travel
- Scheduling of Travel
- Variations Authorized

■ Travel Allowances

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

■ POV Transportation

■ Rental Car Program

- Allowable Lodging Costs Subsistence

■ Methods for Paying Subsistence Expenses

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes

■ Travel Expenses of Employees with Disabilities



Location	Session #	Date
Washington, D.C.	01	June 23 – 24

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-JTR 104

Continuous Learning Points (CLPs): 12



INSTRUCTOR LED COURSES (SCHEDULED)

Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)

Prerequisite: You must have completed the Temporary Duty Travel: Federal Travel Regulation (FTR) course (shown on page 8) or the online FTR In-Depth course (shown on page 6). Note: You can substitute on-the-job training for the prerequisite with your supervisor's approval.

Intended Audience:

- Travel specialists
- Support staff
- Authorizing, supervising, and policy officials
- Frequent travelers

Course Objective: To provide an understanding of: what you need to plan travel; preparing, reviewing, and approving travel authorizations and vouchers; researching complex travel issues; making travel recommendations; and performing other duties relative to your agency's travel program and mission.

Course Topics:

- Travel Authorizations
- Per Diem Allowances for Domestic and Foreign Travel
- Long-Term Temporary Duty (TDY) Assignments
- Transportation Allowances
- Mandatory Use of the Contract Airline City Pair Fares
- E-Gov Travel Service (ETS)
- Civilian Board of Contract Appeals Travel Cases
- Charge Card Specifics, Receipt Requirements, and Voucher Submissions



Location	Session #	Date
Washington, D.C.	01	January 29
	02	April 16
	03	August 6
	04	September 17
Las Vegas, NV	05	July 17

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-FTR 201

Continuous Learning Points (CLPs): Six

INSTRUCTOR LED COURSES (SCHEDULED)

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian

Prerequisite: You must have completed the Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian course (shown on page 9) or the online FTR In-Depth course (shown on page 6). Note: You can substitute on-the-job training for the prerequisite with your supervisor's approval.

Intended Audience:

- All Department of Defense (DoD) employees
- Occasional/frequent travelers
- Budget officers
- Authorizing, supervising, and policy officials
- Preparers and reviewers

Course Objective: To provide an understanding of: what you need to plan travel; preparing, reviewing or approving travel authorizations and vouchers; researching complex travel issues; making travel recommendations; and performing other duties relative to your agency's travel program and mission.

Course Topics:

- **Paying for Travel Expenses**
 - Use of GSA SmartPay® Travel Charge Card
 - Availability of Cash Travel Advances
- **Arranging For Travel**
 - Use of CTO
 - Use of DTS
- **Claiming Reimbursement**
 - Voucher Requirements
 - Receipt Requirements
- **Liability Issues**
 - Military Personnel and Civilian Employees
 - Federal Tort Claims Act
 - Federal Employees Compensation Act (FECA)
- **Extended TDY Assignments**
 - Allowable Duration
 - Authorization Requirements
 - Income Tax Reimbursement Allowance (ITRA)



Location	Session #	Date
Washington, D.C.	01	May 14
Las Vegas, NV	02	August 28

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-JTR 202

Continuous Learning Points (CLPs): Six



INSTRUCTOR LED COURSES (SCHEDULED)

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Prerequisite: You must have completed the Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed course (shown on page 10) or the online FTR In-Depth course (shown on page 6). Note: You can substitute on-the-job training for the prerequisite with your supervisor's approval.

Intended Audience:

- All Department of Defense (DoD) employees
- Occasional/frequent travelers
- Budget officers
- Authorizing, supervising, and policy officials
- Preparers and reviewers

Course Objective: To provide an update on recent developments related to DoD travel policy and programs; clarification of topics discussed in the basic TDY course; and a discussion of policy issues not covered by the regular TDY course.

Course Topics:

- **Paying for Travel Expenses**
 - Use of GSA SmartPay® Travel Charge Card
 - Availability of Cash Travel Advances
- **Arranging For Travel**
 - Use of CTO
 - Use of DTS
- **Claiming Reimbursement**
 - Voucher Requirements
 - Receipt Requirements
- **Liability Issues**
 - Military Personnel and Civilian Employees
 - Federal Tort Claims Act
 - Federal Employees Compensation Act (FECA)
- **Extended TDY Assignments**
 - Allowable Duration
 - Authorization Requirements
 - Income Tax Reimbursement Allowance (ITRA)



Location	Session #	Date
Washington, D.C.	01	June 25

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-JTR 203

Continuous Learning Points (CLPs): Six

INSTRUCTOR LED COURSES (SCHEDULED)

Relocation Allowances: Federal Travel Regulation (FTR)

Intended Audience:

All civilian agency employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS orders, service agreements, and travel vouchers)

Course Objective: To provide a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of civilian agencies in the executive branch who relocate at government expense.

Course Topics:

- **Applicable Authorities**
 - Federal Travel Regulation (FTR)
 - Department of State Standardized Regulations (DSSR)
 - Joint Travel Regulations (JTR), Civilian
 - Office of Personnel
- **Management Regulations**
- **Geographic Terminology**
- **Types of Relocations**
 - Transferees
 - New Appointees
 - Return Transportation
 - SES Last Move Home
 - Temporary Change of Station
 - Government Employee's Training Act (GETA)
 - Intergovernmental Personnel Act (IPA)
- **Overseas Tour Renewal Travel**
 - Relocation Allowances
 - En Route Travel
 - House Hunting Trip Travel



- **Temporary Quarters Subsistence Expense Allowances**
- **Transportation and Temporary Storage of Household Goods**
 - Extended Storage of Household Goods
 - Transportation of Privately Owned Vehicles
 - Transportation of a Mobile Home
 - Residence Transaction Expenses
 - Relocation Services
- **Home Sale Programs**
- **Property Management Services**
 - Home Marketing Incentive Payments

Location	Session #	Date
Washington, D.C.	01	April 28 – 30
	02	August 11 – 13

Cost: \$1,325

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-FTR 101

Continuous Learning Points (CLPs): 18



INSTRUCTOR LED COURSES (SCHEDULED)

Relocation Allowances: Joint Travel Regulations (JTR), Civilian

Intended Audience:

All Department of Defense (DoD) employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS orders, service agreements, and travel vouchers)

Course Objective: To provide a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of the DoD who relocate at government expense.

Course Topics:

■ Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)
- Office of Personnel Management Regulations

■ Geographic Terminology

■ Types of Relocations

- Transferees
- New Appointees
- Return Transportation
- SES Last Move Home
- Temporary Change of Station
- Government Employee's Training Act (GETA)
- Intergovernmental Personnel Act (IPA)
- Renewal Agreement Travel

■ Relocation Allowances

- En Route Travel
- House Hunting Trip Travel
- Temporary Quarters Subsistence Expense Allowances
- Transportation and Temporary Storage of Household Goods
- Extended Storage of Household Goods
- Transportation of Privately Owned Vehicles
- Transportation of a Mobile Home
- Residence Transaction Expenses
- Relocation Services
 - Home Sale Programs
 - Property Management Services
- Home Marketing Incentive Payments
- Miscellaneous Expense Allowance (MEA)

Location	Session #	Date
Washington, D.C.	01	January 13 – 15
	02	June 16 – 18

Cost: \$1,325

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-JTR 101

Continuous Learning Points (CLPs): 18

Relocation Income Tax (RIT) Allowances

Prerequisite: This course assumes the employee has a basic understanding of the rules governing relocations at government expense. It is strongly recommended that employees complete one of the "Relocation Allowances" courses (see pages 14 and 15) prior to attending this course.

Intended Audience:

All employees of the executive branch (including the Department of Defense) involved in the relocation process, including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS orders, service agreements, and travel vouchers)

Course Objective: To provide a comprehensive discussion of taxation of relocation allowances and the payment of the RIT allowance.

Course Topics:

- **Applicable Authorities**
 - Federal Travel Regulation (FTR)
 - Internal Revenue Code (IRC)
 - Treasury Regulations
 - IRS Guidance
- **Taxation of Relocation Allowances**
 - Income Taxation vs. Employment Taxation
 - Withholding Responsibilities
 - Reporting Requirements
- **Payment of the RIT Allowances**
 - Year 1 vs. Year 2
 - Withholding Tax Allowance
 - RIT Allowance Year 2 Adjustment
 - Negative RIT Allowance Payments
- **Procedural Requirements for the RIT Allowances**



Location	Session #	Date
Washington, D.C.	01	March 3 – 4
Las Vegas, NV	02	September 15 – 16

Cost: \$1,060

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-TAX 202

Continuous Learning Points (CLPs): 12



INSTRUCTOR LED COURSES (SCHEDULED)

Conference Planning

Intended Audience:

- Meeting planners
- Conference-planning personnel
- Budget officers
- Program support staff
- Contracting officers
- Legal staff (executive branch, including DoD)
- Office of the Inspector General support staff

Course Objective: To teach students how to plan, coordinate, and execute conferences in accordance with the Federal Travel Regulation (FTR), executive directives, Government Accountability Office (GAO), and the Civilian Board of Contract Appeal (CBCA) decision.

Course Topics:

- Conference Entitlements
- Planning a Conference
- Estimating the Budget
- Selecting the Location
- Obtaining Proposals
- Selecting a Property
- Preparing an Agenda
- Making Arrangements



Location	Session #	Date
Washington, D.C.	01	September 22

Cost: \$1,125

Length: Six hours

Core Hours: 9 a.m. – 3 p.m.

Course Code: CON-PLN 101

Continuous Learning Points (CLPs): Six

CUSTOM COURSES (TAUGHT AT YOUR LOCATION)



About Custom Courses

The Travel Training Program can bring any of the instructor-led courses (which start on page 8) to your location. This eliminates the travel costs for your staff and allows a large number to complete the training on-site when it is convenient for your organization.

The following custom courses (not scheduled during the year) are also available to be brought to your location. Contact travel.training@gsa.gov for a fixed-price quotation to bring the training course directly to you.

On-site classes are scheduled at your location based on your availability.

Federal Aviation Administration Travel Policy (FAATP)

Intended Audience:

All Federal Aviation Administration (FAA) employees, including:

- Occasional and frequent travelers
- Budget officers
- Authorizing, supervising, and policy officials
- Preparers and reviewers

Course Objective: To provide a comprehensive discussion of travel and transportation allowances payable to employees of the FAA.

Course Topics:

- **Applicable Authorities**
 - Federal Aviation Administration Travel Policy (FAATP)
 - Federal Travel Regulation (FTR)
- **Geographic Terminology**
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
- **Prudent Person Rule**
- **Cost Construct Travel**

■ Travel Allowances

- Transportation
 - Contract Air Program
 - Fly America Act
 - Use of Government Vehicles
 - POV Transportation
 - Rental Car Program
- Subsistence
 - Allowable Lodging Costs
 - Methods for Paying Subsistence Expense
 - Miscellaneous Expense Allowances Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
- Travel Expenses of Employees with Disabilities

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-FAA 105

Continuous Learning Points (CLPs): 12



CUSTOM COURSES (TAUGHT AT YOUR LOCATION)

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objective: Identify your responsibilities and requirements for issuing travel authorizations and approving travel claims for transportation, subsistence, and miscellaneous expense allowances in accordance with the FTR and other applicable regulations.

Course Topics:

- Transportation Allowances
- Contract City Pair Fares
- Premium-Class Travel
- Per Diem Allowances
- Actual Expenses
- Miscellaneous Expenses
- Receipt Requirements
- Submission of Vouchers
- Approving Officials' Responsibilities



Length: Four hours

Core Hours: 8:30 a.m. – 12:30 p.m.

Course Code: TRV-APP 104

Continuous Learning Points (CLPs): Four

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Civilian

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objective: To provide a brief summary of selected specific responsibilities placed on authorizing or approving officials who authorize or approve temporary duty travel by civilian employees of the Department of Defense (DoD).

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Civilian
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DoDFMR)
 - Joint Ethics Regulation (JER)
- **Geographic Terminology**
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
 - Variations Authorized
- **Responsibilities of Accountable Officers**
- **Responsibilities of Authorizing Officials**
 - Determining Necessity for Travel
 - Determining Funds Availability
 - Reviewing Trip Request
- **Responsibilities of Approving Officials**
 - Reviewing Travel Vouchers



Length: Four hours

Core Hours: 8:30 a.m. – 12:30 p.m.

Course Code: TRV-APP 105

Continuous Learning Points (CLPs): Four



CUSTOM COURSES (TAUGHT AT YOUR LOCATION)

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Uniformed

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objective: To provide a brief summary of selected specific responsibilities placed on authorizing or approving officials who authorize or approve temporary duty travel by civilian employees of the Department of Defense (DoD).

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Civilian
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DoDFMR)
 - Joint Ethics Regulation (JER)
- **Geographic Terminology**
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
 - Variations Authorized
- **Responsibilities of Accountable Officers**
- **Responsibilities of Authorizing Officials**
 - Determining Necessity for Travel
 - Determining Funds Availability
 - Reviewing Trip Request
- **Responsibilities of Approving Officials**
 - Reviewing Travel Vouchers



Length: Four hours

Core Hours: 8:30 a.m. – 12:30 p.m.

Course Code: TRV-APP 106

Continuous Learning Points (CLPs): Four

Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)

Intended Audience:

All Department of Defense (DoD) contractors and employees handling travel claims from DoD contractors.

Course Objective: To provide a comprehensive discussion of travel and transportation allowances payable to DoD contractors.

Course Topics:

■ **Applicable Authorities**

- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Regulation Supplements (DFARS)
- Joint Travel Regulations (JTR), Civilian
- Federal Travel Regulation (FTR)
- Defense Transportation Regulation (DTR)

■ **General Requirements for Claiming Expenses**

■ **Geographic Terminology**

■ **Routing of Travel**

■ **Scheduling of Travel**

■ **Travel Allowances**

- Transportation
 - Fly America Act
 - Use of Government Vehicles
 - POV Transportation Rental Car Program
- Subsistence
 - Allowable Lodging Costs
 - Methods for Paying Subsistence Expenses
- Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
- Travel Expenses of Employees with Disabilities

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: ADV-FAR 205

Continuous Learning Points (CLPs): 12



CUSTOM COURSES (TAUGHT AT YOUR LOCATION)

Foreign Service Allowances and Travel for Foreign Service Personnel: Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR)

Intended Audience:

- Foreign-service personnel transfers or stationed overseas
- Foreign-service allowances approvers
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents
- Civilian employees who approve foreign-service allowances

Course Objective: To provide a broad overview of special allowances payable to foreign-service personnel transferred and stationed overseas and special types of travel paid to service personnel stationed at foreign posts. This course does not address allowances related to the employee's pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

Course Topics:

■ Applicable Authorities

- Foreign Affairs Manual (FAM)
- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulation (FTR)

■ Relocation Allowances

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances
 - Foreign Transfer Allowances (FTA)
 - Home Service Transfer Allowance (HSTA)

■ Geographic Terminology

■ Definition of Family

■ Foreign-Service Allowances

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

■ Special Types of Travel

- Educational Travel
- Evacuation Travel
- Medical Travel
- Visitation Travel
 - Emergency Visitation Travel
 - Family Visitation Travel
 - Separate Maintenance Allowance Travel
 - Travel of Children of Separated Families
- Leave Travel
 - Home Leave Travel
 - Rest and Recuperation (R&R) Travel

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: ADV-FSA 206

Continuous Learning Points (CLPs): 18

Shipping Household Goods and Transportation Management Services Solutions (TMSS)

Intended Audience:

Anyone who authorizes, counsels, or books household goods (HHG) shipments for relocating employees, including authorizing, administrative, and transportation officers.

Course Objective: To heighten your awareness of the entitlements and responsibilities for shipping HHG and the available GSA programs and solutions to simplify your HHG shipment process; to provide hands-on TMSS training to give attendees the tools necessary for efficiently managing the entire shipment process online.

Course Topics:

- FTR Authority and Regulations
- Carrier Evaluation and Selection
- Shipment Booking
- Employee Entitlements
- Transportation Audits
- GSA Program Solutions



Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-SHP 203

Continuous Learning Points (CLPs): 12



CUSTOM COURSES (TAUGHT AT YOUR LOCATION)

Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR)

Prerequisite: There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Federal Travel Regulation (FTR) course (see page 14), so the attendee will find completion of that course prior to attending this course beneficial.

Intended Audience:

All Department of Defense civilian employees, including:

- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Course Objective: To provide a broad overview of relocation allowances for overseas assignments, special allowances related to a civilian employee's overseas assignment, and special types of travel paid while a civilian employee is stationed at a foreign post of duty.

Course Topics:

■ **Applicable Authorities**

- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)

■ **Relocation Allowances**

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances

■ **Foreign Transfer Allowance (FTA)**

■ **Home Service Transfer Allowances (HSTA)**

■ **Geographic Terminology**

■ **Definition of Family**

■ **Overseas Allowances**

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

■ **Special Types of Travel**

- Educational Travel
- Evacuation Travel
- Overseas Renewal Agreement Travel

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: OVS-FTR 101

Continuous Learning Points (CLPs): 18

Overseas Allowances and Travel for Department of Defense Employees: Joint Travel Regulations (JTR), Civilian and Department of State Standardized Regulations (DSSR)

Prerequisite: There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Joint Travel Regulations (JTR), Civilian course (shown on page 15), therefore attendees will find completion of that course prior to attending this course beneficial.

Intended Audience:

All Department of Defense civilian employees, including:

- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Course Objective: To provide a broad overview of relocation allowances for overseas assignments, special allowances related to a DoD civilian employee's overseas assignment, and special types of travel paid while a DoD civilian employee is stationed at a foreign post of duty. Note: This course does not address allowances related to employee pay while employee is stationed overseas (e.g., cost-of-living adjustments, danger pay).

Course Topics:

■ Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Department of State Standardized Regulations (DSSR)
- Foreign Affairs Manual (FAM)
- Federal Travel Regulation (FTR)

■ Relocation Allowances

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances
 - Foreign Transfer Allowance (FTA)
 - Home Service Transfer Allowance (HSTA)

■ Geographic Terminology

■ Definition of Family

■ Foreign Service Allowances

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

■ Special Types of Travel

- Educational Travel
- Evacuation Travel
- Medical Travel
- Visitation Travel
 - Emergency Visitation Travel
 - Family Visitation Travel
 - Separate Maintenance Allowance Travel
 - Travel of Children of Separated Families
- Leave Travel
 - Renewal Agreement (RAT) Travel
 - Funded Environmental and Morale Leave (FEMLE)
 - Travel Rest and Recuperation (R&R) Travel

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: OVS-JTR 201

Continuous Learning Points (CLPs): 18



NOTES

NOTES



FedRooms
www.fedrooms.gov

U.S. General Services Administration



Rest Assured You Got the Best Rate

FedRooms® is Your Hotel Program!

FedRooms is the official governmentwide, government managed lodging program. FedRooms rates are negotiated specifically for federal employees (civilian and military) on official government travel and all hotels are FEMA certified.

FedRooms Benefits Include:

- Rates always at or below per diem
- More than 13,000 hotels located in high demand travel destinations
- Available through E Gov Travel Service and Defense Travel System
- Collect hotel loyalty points
- Cancel reservation by 4 p.m. or later day of arrival, without penalty
- Many properties offer the same rate for leisure travel
- No early checkout fees

FedRooms Program Contact

Help Desk: (800) 226 1741

*Ask your favorite hotel
for the FedRooms rate
every time you travel!*

www.FedRooms.gov



FedRooms accepts
GSA SmartPay®



U.S. General Services Administration